

Bob Holden
Governor



Jacquelyn D. White
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
<http://www.oa.state.mo.us/acct/>

James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: James A. Carder
DATE: May 1, 2002
RE: SAM II HR Fiscal Year End

This memorandum contains key information needed for the Fiscal Year End process in SAM II HR. Please share this information with all individuals in your agency responsible for any of these payroll functions.

Payroll Check Cancellations or Replacements

ALL payroll checks to be cancelled or corrected should be submitted with a Supplemental Request Form to OA/Accounting no later than noon, July 2, 2002, to be included in the final Supplemental Cycle of the Fiscal Year. This includes any past payrolls and the June 30, 2002 payroll cancellation and corrections.

PPER Entry

Assure all PPER documents for dates prior to 6/16/02 are in accepted status prior to the Regular paycycle to be run on 7/23/02. System controls will be set after this cycle to prevent any prior fiscal year timesheets from being entered. These timesheets could affect prior fiscal year appropriations and must not be entered after the close of the old fiscal year.

Recycled Overtime/Compensatory Time

Any overtime or compensatory time worked during the June 1-15 paycycle will be processed and banked with the June 30 check, however pay-outs on a future paycycle will charge to the LDPR that is in effect at the time of pay. Agencies should assure that all accounting codes are still valid for LDPRs that are still active.

Object Codes 2005/2010

Effective with the July 15, 2002 payroll check, overtime paid will be charged in full to Object code 2010 as long as the time had been banked prior to pay-out. If immediate pay-outs are occurring, the premium portion of the overtime pay will be charged to 2010, but the remainder will charge to 2005.

FX, PX, and JC Documents in Financial

Agencies are responsible for review and cleanup of the Financial SUSF for all rejected FX, PX, and JC documents. These documents must be in accept status by 6:00 p.m. on June 28, 2002 or they will be deleted from SUSF during the FYE downtime in Financial.

Accounting Changes for May Payrolls

Agencies must have payroll accounting change forms (PACC) for May payrolls submitted to OA/Accounting no later than June 28, 2002.

Accounting Changes for June Payrolls

Agencies must have payroll accounting change forms (PACC) for June payrolls submitted to OA/Accounting no later than July 19, 2002.

HR SUSF Review

Agencies should conduct continual reviews of the HR SUSF file and delete any rejected CPER documents that can no longer be processed as a CPER. OA/Accounting will review HR SUSF in July and any document for a prior pay period that is not in HELD status will be deleted.

Position Record Review

If any changes for Positions need made for effective dates prior to June 16, 2002, these PSMTs need entered and approved prior to the paycycle run on July 23, 2002.

LDPR Updates

A memo and diskette or file will be distributed to agencies by May 20, 2002 for review and update of FY03 LDPRs. Detailed instructions will be included in that memo.

HR Online System Availability

SAM II HR system availability is not dependent on the system availability of SAM II Financial. In order to enter or load any ESMT or PSMT for FY03, the Financial system's Expense Budget load process must be completed. However, while the Financial system will be down for a period of time during the first week of July, SAM II HR will be available. A notice will be sent via the HR email distribution list when the HR system is available during the first week of July. We anticipate only a short downtime for our fiscal year end processes.

Data Warehouse Availability

HR Data Warehouse will be available during the fiscal year end process with the exception of the Regular paycycle run on July 7-9. Should there be any unscheduled downtime, it will be communicated through the HR email distribution list.

Payroll Processing Calendar Change

Please review the updated Payroll Processing Calendar posted on the SAM II HR web site at <http://www.state.mo.us/mo/samii/hr/procsched2002.pdf>. The July 15 check date will be processed beginning at noon on July 7, 2002. Agencies will be able to enter timesheets until that time. It is recommended that all ESMT & PSMT documents for the pay period of June 16-30, requiring Division of Personnel approval, be submitted no later than July 1 for guaranteed approval. Agency interface files should be submitted in time for the Daily cycle on Friday evening, July 5, 2002.

Questions

If you have any questions regarding the information in this memorandum, please contact Vandee DeVore, Central Payroll Manager, at 573-522-5863.

JC/vd